



Marty Jackley
Attorney General

STATE OF SOUTH DAKOTA
LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION

DIVISION OF CRIMINAL INVESTIGATION
GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER
1302 EAST HIGHWAY 14 – SUITE 5
PIERRE, SOUTH DAKOTA 57501-8505
PHONE (605) 773-3584
FAX (605) 773-7203

Message from the Training Administrator

On behalf of the entire Law Enforcement Training Staff, I would like to welcome you to the South Dakota law enforcement training academy and the 911 Telecommunicator Basic Certification Course.

Over the course of the following weeks, you will receive instruction designed to meet the requirements that you must successfully complete for certification as a 911 Telecommunicator in South Dakota.

While in attendance, you are expected to abide by the Training Center's regulations, which are developed to ensure the safe and efficient operations of the basic training program. These regulations are based on consideration for other residents, for health and safety, and to promote an atmosphere conducive to learning. Violation of these regulations may result in disciplinary action, up to and including dismissal from the training program.

Our goal is to see you successfully complete the 911 basic training program. The Training Center staff and instructors are dedicated to this endeavor and will make every effort to ensure that you receive any assistance needed to achieve this end.

The 911 Basic Certification Course is the beginning of your telecommunicator training. You are encouraged to take full advantage of the training opportunities offered while here at the Training Center. Our hope is that your stay will be both a productive and meaningful learning experience. This course will help prepare you to be the most effective telecommunicator that you can be.

You have chosen an honorable profession. For all the telecommunicators who have gone before you, and for all of those who will follow, strive to be the best telecommunicator possible.

Best wishes,

Matt Glenn
Training Administrator
Law Enforcement Training

LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING COMMISSION

Commission Members

Marty Jackley
Attorney General
Pierre

Chad Mosteller, Director
Division of Criminal Investigation
Pierre

Joan Machione, SAC
Federal Bureau of Investigation
Rapid City

Troy VanDusen
Codington County Commissioner
County Commissioners' Association
Watertown

Casey Collins, Superintendent
South Dakota Highway Patrol
Pierre

Tom Wollman
State's Attorney
SD Bar Association
Lincoln County

Neil Fulton
University of South Dakota
Dean of the School of Law

Jessica Quigley
Tea Police Department
Municipal Police

Andy Howe, Sheriff
Clay County
SD Sheriffs' Association

Gary Gaikowski, Chief of Police
BIA Office of Justice Services
Sisseton-Wahpeton Law Enforcement
Enrolled Tribal Member

Steve Allender, Mayor
Rapid City
SD Municipal League

Kathy Peterson
Rapid City
Civilian Appointed Member

Jay Rasmussen
Sioux Falls
Civilian Appointed Member

Executive Secretary

Matt Glenn
Training Administrator
Law Enforcement Training
Pierre

LAW ENFORCEMENT TRAINING STAFF

Hank Prim

Training Administrator

Kim Knecht

Assistant Training Administrator

Sam Clark

Administrative Assistant

Taunya O'Conner

Administrative Assistant

Art Aplan

Training Coordinator

Guy Di Benedetto

Professional Standards Investigator

Shon Eide

Training Coordinator

Matthew Giesler

Training Coordinator

Janelle Keller

Training Coordinator

Brandon Littrell

Training Coordinator

John McQuillen

Training Coordinator

Mary Niles

Terminal Operator/NCIC
Program Coordinator

Lindsey Evans

Training Coordinator

LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING ACT

On February 17, 1998, an act contained in SDCL 34-45 requiring the training and certification of 911 telecommunicators was signed into law and became effective on July 1, 1999. At this time, the Commission was given the authority to promulgate rules, require submission of reports by public safety answering points, establish minimum curriculum for basic, in-service, and advanced training programs, and perform other administration functions pertaining to 911 telecommunicators.

The Commission was also given the power to administer grants, establish training programs, reimburse expenses to officers or 911 telecommunicators, and set qualifications of law enforcement officers and 911 telecommunicators.

The Division of Criminal Investigation was designated to coordinate and administer the law enforcement training program and to operate the Law Enforcement Training Center. The Division of Criminal Investigation was also designated to coordinate and administer the 911 Telecommunicator training program.

ETHICS STATEMENT

The Law Enforcement Training Center advocates a strong standard of ethical conduct by students who attend the Basic Certification Course. Your conduct reflects not only on you, but also upon your agency and the profession you have chosen to enter.

Your conduct should never betray your integrity, your character, or the public's trust.

Have the courage to hold yourself accountable for your choices and actions, but also have the courage to hold others accountable for their actions.

CRIMINAL JUSTICE CENTER RULES AND PROCEDURES

SECTION 1: ORIENTATION

- A. Check-in is on the night of orientation. All students are required to report for orientation at 5:00 P.M. Report to the front doors of the George S. Mickelson Criminal Justice Center, 1302 E. Highway 14, Pierre SD. Be prepared to show ID to the personnel on duty. Reporting in appropriate civilian clothes is permitted; do not wear hats into the Justice Center. Please be on time; late arrivals are reported to LET Staff. You can call Central SD Communications at (605) 773-7410 or (605) 773-3536 if you are unable to locate the building.
- B. Dorm rooms will be assigned before orientation by LET staff.
- C. All students must relocate their vehicles to the southeast parking area (student parking lot next to Student Lounge) following orientation. Obtain prior approval from the class coordinator for oversize vehicles (such as trailers, large trucks, commercial vehicles, etc.)
- D. Students are **required** to have the waiver and acknowledgement of LET regulations forms completed and with them at orientation. All forms are enclosed as attachments in the Welcome email.

SECTION 2: MAIL

- A. Your address for receiving mail while at the Criminal Justice Center will be:

Student Name
Law Enforcement Training
1302 E. Highway 14, Ste. 5
Pierre, SD 57501

- B. Incoming mail will be distributed to students as soon as practical. Outgoing mail may be left in the LET office for mailing. The mail must have proper postage, or it will not be mailed.

SECTION 3: Removed

SECTION 4: SECURITY CARDS

- A. All students will be issued security cards during orientation. Loss of security cards shall be immediately reported to LET staff for replacement and deactivation.
- B. Security cards are to be used by the assigned student only. No unauthorized personnel will be allowed access to any area without an escort.
- C. All student security cards shall be returned to LET staff prior to graduation.

- D. All entries/exits from the building will remain unblocked at all times and closed when not in use.
- E. Student access is limited to areas of necessary use only (hallways, dormitory, classrooms, cafeteria, fitness areas, and training facilities. Students will not loiter in LET office areas.

SECTION 5: GENERAL RULES

While attending the Basic Certification Course, you have a dual responsibility to your agency and Law Enforcement Training. Your conduct, on and off duty, should never bring discredit upon yourself, your agency, or Law Enforcement Training. Students will not lie, cheat, steal, conspire to deceive, or evade the truth. Any student found to have engaged in these behaviors is subject to immediate dismissal from the academy. Failure to comply with the rules may result in disciplinary action up to and including immediate dismissal from the course at the discretion of the Training Administrator or designee. Not reporting violations of this handbook may also be considered a violation and subject to the same consequences.

Students Shall:

- A. Live in the dormitory unless otherwise specified by the Training Administrator or designee. Curfew is 10:30 P.M. effective Monday through Thursday of each week. After curfew time, students must be physically on the Criminal Justice Center premises and remain there until the next day's activity start time. If you violate curfew, you must text the class coordinator and your agency to advise them of the reason.
- B. Conduct themselves in a professional manner, perform all duties in a thorough, conscientious, and timely manner. Carry out all orders, commands, and instructions given by authorized personnel. All students must fully participate in all LET classes and activities as directed by LET staff.
- C. Not commit any acts incompatible or in conflict with public service or that might cause any unfavorable reflection upon their agency or Law Enforcement Training. All students must obey all local, state, and federal laws.
- D. Be prompt (on time for all classes, including return from break), well rested, and ready to learn with the proper mindset, equipment, uniform, shoes, and all materials/assignments needed for class.
- E. Complete all assignments (including online) no later than the due date/time set by LET. It is the student's responsibility to check for and review all un-read feedbacks in D2L daily.
- F. Be courteous and respectful to all staff, students, visiting instructors, and guests. Disrespectful language or behaviors towards or in reference to LET staff, instructors, or employees of other agencies operating in the Criminal Justice Center (such as the Office of Attorney General, Division of Criminal Investigation, dining facility, etc.) will not be tolerated.

- G.** Keep dorm rooms clean, neat, and orderly. The floor is to be clear of clothing and other items. Empty wastebaskets regularly and at the end of every week. Beds will be made daily.
- H.** Not mark, deface, remove, or damage posted notices, furniture, equipment, or other property belonging to the State of South Dakota.
- I.** Not put their feet on classroom walls, tables, or chairs. Students will not sit on hallway floors or lean against walls.
- J.** Not possess any chemical agents, stun guns, or similar s at any academy class without prior approval from the Training Administrator or designee.
- K.** Not miss or be late for any class (including orientation) unless excused by the Training Administrator or designee. Absences from class due to medical issues will normally require documentation from a medical care provider. Unexcused absences are strictly prohibited and may be grounds for dismissal.
- L.** Not consume or possess alcohol, or any illegal drug or substance, anywhere on the Criminal Justice Center property (including parking areas). This is strictly prohibited and may be grounds for dismissal.
- M.** Not come to class under the influence of alcohol or drugs. (See Section O)
- N.** Not consume or possess tobacco products (including smokeless tobacco, vaping materials, and e-cigarettes) at any time inside the Criminal Justice Center. Students may store those items in their vehicles. The only area permitted for student use of such items is the gravel parking area outside of the Student Lounge.
- O.** Notify an LET staff member if you are taking prescribed medication that may affect your ability to perform any of the academic or skills sections of the training course. All prescribed medication must be stored in locked cabinets or containers. Notify LET staff if your medication requires refrigeration and therefore must be stored in your room refrigerator.
- P.** Not possess pornography in any form, including printed, digital, or electronic, in the Criminal Justice Center. This is strictly prohibited and may be grounds for dismissal.
- Q.** Not use degrading language or make degrading actions concerning race, religion, ethnicity, gender, handicap, age, or disability. This includes the display of images, icons, and/or patches. This behavior is strictly prohibited and may be grounds for dismissal.
- R.** Not engage in sexual harassment (including all unwelcome sexual remarks or physical advances towards any student, staff, or other employees within the Criminal Justice Center). Sexual harassment may be grounds for dismissal.

- S. Not possess or store any firearm or ammunition in the dormitory. Students may store firearms in their vehicles or the armory and may carry firearms through the building to and from firearms classes as directed by staff. Possession of a firearm or any live ammo in the dormitory or unauthorized possession in the Criminal Justice Center is strictly prohibited and may be grounds for dismissal.
- T. Immediately notify the class coordinator if they are arrested or detained while enrolled in the Basic Certification Course. Such contacts also include traffic stops, making reports/witness statements, etc. Students are expected to behave professionally during all such contacts.
- U. Not submit, cause to submit, or render any complaint, allegation, or other report of behaviors or language the student knows to be untrue. This includes embellishing the truth or exaggeration as well as failing to disclose other information that proves such reports as false.
- V. Fraternalization. Students are responsible for the professionalism of all relationships during the entire course (both on and off duty). This responsibility includes appropriately managing the perception of relationships with staff, instructors, or evaluators involved with the conduct of the course. Romantic and sexual relationships with instructors during attendance are prohibited.

SECTION 6: STUDENT DISCIPLINE

- A. LET staff is responsible for the efficient, orderly, and safe operation of the Criminal Justice Center and will enforce the rules outlined in the handbook. The Training Administrator or designee has the authority to take corrective action, suspend, or dismiss students from the 911 Basic Certification Course to maintain good working order and discipline.
- B. 911 Telecommunicator professionals are expected to be sensitive to and exhibit tolerance for concerns, opinions, and backgrounds of others and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition.
- C. Relationships between students become an official concern when they interfere with the good working order and discipline of the class. These relationships may include romantic, antagonistic, or rivalrous. As law enforcement officers, students are expected to manage relationships at a professional level. A departure from that expectation may result in disciplinary actions.
- D. Dishonesty in the pursuit of academic excellence and skill achievement is unacceptable. Any student caught cheating on any written academic test, any skills evaluation, or any written assignment may be dismissed from the training program. Students will not use, possess, or distribute materials gained from previous LET basic certification classes such as completed assignments, test related materials, or study guides. This includes assignments completed by a student in a previous class who has returned to a different class to accomplish or re-accomplish one or more phases of the course. All students are expected to complete their own work and within the context of their current class.

- E. Preliminary Breath Tests (PBT) may be administered at the discretion of LET staff. Refusal to submit a breath sample when requested by LET staff may be grounds for immediate dismissal.
- F. Violations. At the discretion of the Training Administrator or designee, violations of these or other applicable regulations may be resolved using progressively increasing levels of disciplinary actions as described below. However, due to the frequency, severity, or impact (to training and/or others) the Training Administrator or designee may elect a more severe response (up to and including dismissal) without utilizing lower levels of disciplinary actions. Violations of rules are cumulative in effect. Disciplinary actions may include, but are not limited to:
- Up to two (2) verbal warnings for violations of rules.
 - Upon the third instance of a rule violation, the student may receive a written counseling and their agency will be notified.
 - Any further violations will be addressed on a case-by-case basis by the Training Administrator or designee and may be grounds for dismissal.
 - Unacceptable behaviors not specifically outlined in Section 5 or elsewhere in the handbook will be addressed on a case-by-case basis.
 - Additionally, if in the opinion of the Training Administrator or designee, the unacceptable behavior is a training issue, the student may be directed to participate in additional training to correct the deficiency.

SECTION 7: DORMITORY

- A. Quiet hours in the dorms are from 11:00 P.M. to 6:00 A.M. Use of campus facilities after that time is allowed; however, students should show respect to others wishing to sleep.
- B. Students do not have an expectation of privacy with regards to dormitory rooms. The dormitory rooms are property of the State of South Dakota and in the best interest and safety of other students and staff, will be entered without prior notice for purposes of maintenance, inspection, and exigent circumstances. Students are temporarily assigned to the rooms and have no possessory interests or rights to the rooms or facilities.
- C. No one of the opposite sex is allowed in the dorm rooms. Sexual activities are prohibited at the Criminal Justice Center, regardless of gender or sexual orientation.
- D. Students shall bring their own personal hygiene items such as soap, deodorant, towels, washcloths, bed linens, pillows, clothes hangers, etc. There are laundry facilities on-site; students will need to bring their own laundry soap, etc.
- E. The cleanliness of the dorms is the responsibility of the students. Cleaning supplies will be provided upon request from LET staff or building custodians.
- F. Students will furnish their own bedding and pillows. The dormitory beds are Twin XL or “Super Twin”.

- G. Students are required to deposit trash and refuse in trash cans and appropriate receptacles.
- H. No candles, open flames, or heat producing appliances (such as items for cooking, hot plates, space heaters, etc.) are allowed in the dorm rooms. Each dorm room is equipped with a television and small refrigerator. It is the responsibility of the student to keep the refrigerator clean. A microwave is available in the student lounge for student use. All food items must be kept in airtight and sealed containers.
- I. Any items left in the Criminal Justice Center that have no identifiable owner will be retained by LET staff for no more than 90 days (or end of current basic course) and then disposed of.

SECTION 8: CAFETERIA

- A. Meals served during scheduled academic days are provided at the expense of LET. Meals are served at the following times M-F, **unless otherwise posted**:

Breakfast.....6:30 A.M. to 8:00 A.M.

Lunch.....11:30 A.M. to 1:00 P.M.

Dinner.....5:00 P.M. to 6:00 P.M. (not normally served on Fridays)

Salad bar will be taken down at 5:45 P.M.

The cafeteria may provide limited meals on weekends during inclement weather.

- B. Students must bus their own dishes and tray.
- C. If others are waiting to be seated, students are asked not to tie up tables.
- D. The kitchen is the exclusive area of the food preparation staff. Students are not permitted in the kitchen without proper authority.

SECTION 9: CLASSROOMS

- A. Food is not permitted in the classrooms unless given prior approval by LET staff. Beverages are allowed but must be in a spill-proof container.
- B. All students are required to attend all classes and activities, scheduled or otherwise, to include flag detail. Absences will be granted for emergencies and subpoenas. All other requests to miss class will be considered on a case-by-case basis. Every effort should be taken to reschedule court appearances, so they do not conflict with the scheduled training.
- C. During the academy, students will be given certain assignments to be completed outside of the scheduled class day. This may include individual or group assignments. The completion of these assignments and active participation in assigned group work are required to successfully complete the course.
- D. Students who miss scheduled training time may be subject to after-hours remediation and/or special assignments. Students who miss more than 15% of scheduled training time during

any one phase of training may be required to repeat the entire phase of training before moving on to the next phase of training.

- E. Students may have cell phones or other electronic devices (such as computers, tablets, etc.) in the classrooms or training areas while class is in session. These items must be kept on silent and out of sight while the class or activity is in session unless otherwise directed by the instructor. Students may use electronic devices only during official breaks from the class or activity. LET staff reserves the right to ban the use of any electronic item, including phones, at any time for improper use.
- F. Students may not record or photograph any portion of the LET Basic Certification Course without the expressed permission of LET staff.

SECTION 10: STUDENT LOUNGE

The student lounge is available for relaxation, socializing, and as a study resource. The lounge is shared by all occupants of the building and is sometimes used for classroom or scenario instruction. All rules apply in the lounge area.

SECTION 11: USE OF COMPUTERS, INTERNET, AND E-MAIL SERVICES

The computer system and all related equipment, networks, and network devices are provided for authorized Law Enforcement Training students use only. Unauthorized use is prohibited and may be a violation of the law. As a user, there is no reasonable expectation of privacy. All information contained herein may be monitored, intercepted, recorded, read, copied, or captured in any manner by authorized personnel.

Computer access, Wi-Fi, and internet services have been provided in various locations throughout the building including dorm rooms for your convenience. Use of computer resources must be shared, and all students will have equal access. Students are welcome to play any of the installed games but are not permitted to install any of their own software. They are to be considered a privilege and the following guidelines are to be observed:

- A. Authorized e-mail usage includes appropriate communication with agency and family utilizing your home or business e-mail provider.
- B. Necessary employer business transactions are allowed, but personal/private business transactions are not permitted.
- C. Do not use any information technology resources for purposes, or in support of such activities, that violate any local, state, or federal laws.
- D. Do not use any technology resources for commercial purposes, product or service advertisement, or “for-profit” personal activity.
- E. Do not view, transmit, retrieve, download, or print any electronic files, which may be deemed pornographic.

- F. Do not duplicate, transmit, or use software not in compliance with policy, and do not use copyrighted materials or another person's original writings without proper authorization.
- G. Do not knowingly or inadvertently spread computer viruses. Do not import files or software from any source without authorization.
- H. Do not distribute "junk" mail, chain letters, advertisements, or unauthorized solicitations.
- I. Messages sent or received may not violate or infringe upon the rights of any other person or be of a nature which a reasonable person would consider abusive, profane, offensive, defamatory, personally embarrassing, harassing, or which violates or encourages others to violate this policy or any applicable law.
- J. Messages containing jokes or discriminatory comments regarding sex, sexual orientation, race, religion, color, national origin, ethnicity, or age are specifically prohibited.
- K. You shall not use technical resources to impersonate others, hack into another person's inbox, log, or archival files, or disrupt the orderly operation of the services.
- L. Students are encouraged to bring and use their own personal computers. All rules outlined in this section apply.
- M. Do not install or operate privately owned Wi-Fi equipment in the George S Mickelson Criminal Justice Center at any time. Personal Wi-Fi is not permitted in any dorm room.

SECTION 12: DRESS CODE AND PERSONAL APPEARANCE

- A. Students will maintain an acceptable standard of personal hygiene and professional appearance. Standards should meet, at minimum, those set per department policy. In the absence of departmental policy, the below guidelines will be used during standard training.
 - a) Agency issued uniform or business casual clothing.
 - Business casual clothing considered appropriate consists of (at a minimum) appropriate dress shirts, dress slacks (for both male and female), skirts and dresses, and appropriate business footwear. **Blue jeans, t-shirts, hoodies (including those with agency logos), sneakers, and sandals without a strap in the back are not authorized.** A formal department uniform or appropriate business dress should be worn for the class picture and graduation.
 - b) Hair must be neat, clean, of natural color, and worn in a manner that does not jeopardize vision or interfere with equipment required for training.
 - c) Facial Hair: Must be well-kept, neatly trimmed, and of natural hair color.

- d) **Fingernails:** Should be trimmed to not interfere with training. If polish or other decorations are worn, should not be detracting.
 - e) **Jewelry or Body Piercing:** Rings, bracelets, necklaces and earrings may be worn as long as they do not interfere with training or disrupt fellow telecommunicators. Neck jewelry shall not be visible to others.
 - f) **Tattoos and Body Art:** When visible, tattoos or body art must not detract from a professional appearance.
- B.** Students are required to wear appropriate dress while attending training as well as anytime the student is present in the George S Mickelson Criminal Justice Center between the hours of 7:45 AM and 5:00 PM, Monday through Friday, unless instructed otherwise by LET staff.
- C.** Students are not allowed to wear caps or hats while in LET uniform except outdoors or when directed by staff.
- D.** Students will maintain an acceptable standard of personal hygiene and professional appearance.

SECTION 13: TESTING

- A.** Students will be required to pass all written academic tests, skills evaluations, and various other written assignments to successfully complete the Basic Certification Course. In the event of a failure as defined below, the student will be placed in academic remediation (a period of time for further study, review, and preparation for the next attempt). Remediation is documented via a letter of counseling and the student's agency notified.
- B.** Passing score on all written academic tests is 75%. If a student fails any test, he or she will be given seven (7) calendar days to retake the test. If the test is failed a second time, he or she will be dismissed from the 911 Basic Certification.
- C.** The NCIC written exam requires a 75% to pass. If a student does not achieve a 75%, they will be given seven (7) calendar days to retake the test which also requires a 75% to pass. If the second attempt also does not achieve a 75%, the student will be dismissed from the Basic Certification Course (academic failure).
- D.** Students will be required to pass end-of-course practical evaluations. A student will be given three attempts to pass each practical evaluation. A student who fails to pass a practical evaluation after three consecutive attempts is deemed to have failed the skill evaluation. He or she is eligible for one re-evaluation within seven (7) calendar days. Failure to pass the re-evaluation will result in dismissal from the training program.
- E.** The minimum passing grades for all written assignments (including those on-line) graded using a rubric is "achieved." If a student fails to reach at least an "achieved" on their first

attempt, they will be given a second attempt. If the student fails to reach an “achieved” on the second attempt, they will be referred to the Class Coordinator for remediation. A failure to meet an “achieved” on the remediation assignment may result in dismissal from the academy for academic failure

F. No student may exceed the exam time limit as established by LET.

SECTION 15: PHYSICAL FITNESS

A. The Criminal Justice Center has a fitness room and gymnasium that are available for use by students. The fitness room has a variety of aerobic and anaerobic fitness equipment. The fitness room is open 24/7. Students are prohibited from using the gymnasium, fitness room, and equipment if they are under the influence of alcohol or drugs.

SECTION 16: HEALTH & INJURIES

- A. Any illness or injury that causes a student to miss class, or any injury sustained during the Basic Course, must be reported to a LET staff member immediately.
- B. If a student requests to miss any class or scheduled training function due to illness or injury, the student must contact his/her agency to receive approval for the absence. The agency must then confirm with Law Enforcement Training that the student’s absence due to the illness has been approved.
- C. For multi-day absences arising from illness or injury, or for illnesses that pose a health risk to the class or staff, the student must seek medical care and provide a doctor's note to the LET staff before being permitted to return to class.
- D. Students may be required to obtain a new Medical Verification of Physical Ability form if their health status changes during training.
- E. The Criminal Justice Center is not financially liable for hospital care or medication.

SECTION 17: SEVERE WEATHER & FIRE EMERGENCIES

- A. In the event of a severe weather warning, all students will immediately go to Classroom A, B, C, or D.
- B. In case of fire, when the alarm has not been activated, immediately activate the nearest alarm and then exit the building. If a fire is reported or the alarm sounds, all students should immediately proceed to the nearest exit.
- C. In the event of an active shooter event, students are not expected to respond as law enforcement. There are multiple armed and certified officers in the building at any given point who are trained and equipped to respond.

- D. In the event of Emergency Operations Center (EOC) activation, classes may be dismissed until further notice.

SECTION 18: AWARDS

- A. The Outstanding Student Award, sponsored by the South Dakota Peace Officers Association, is based on academics, leadership ability, and general conduct during the 911 Basic Certification Course. In making the selection of the Outstanding Student recipient, we receive input from the instructors in the 911 Basic Course and the LET staff. The plaque for earning this distinction will be presented during the graduation ceremony.

SECTION 19: GRADUATION

- A. An agency uniform will be worn for the class picture and graduation. If your agency does not have uniforms, you will be required to wear appropriate professional male or female business attire.
- B. Graduation will be held on the last day of the session in the Criminal Justice Center Amphitheater. Supervisors, co-workers, family and friends are invited to attend the graduation event. Notify the class coordinator if any high-level public, law enforcement, or military official is invited. Graduation will begin at 3:30 P.M. and conclude at approximately 4:00 P.M.